

VDFR 600-10 Appendix I

Personnel Assets Attendance and Unit Strength Accounting

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1. Purpose and Administrative.

a. Purpose. This **VDF Regulation (VDFR) 600-10, Appendix (APDX) I** addresses VDF Personnel Assets Attendance and Unit Strength Accounting policy and practices.

b. Replacement. This regulation cancels and replaces VDFR 680-1, “Personnel Assets Attendance and Unit Strength Accounting,” dated May 2015.

c. Proponent. The proponents for regulation are the Assistant Chief of Staff for Personnel and Administration (G1), and VDF Active Detachment (ACTDET). The proponents have the authority to recommend to the Commanding General (CG) exceptions to this regulation, so long as the exceptions are consistent with controlling law and good order.

2. Responsibilities.

a. Assistant Chief of Staff for Personnel and Administration. The G1 will ensure subordinate commands provide personnel assets attendance and unit strength accounting, and seek streamlined, modern methods to reduce paperwork, while meeting reporting metrics requirements.

b. ACTDET. The ACTDET will prescribe policy, procedures and implementing instructions on personnel assets attendance and unit strength accounting.

3. Information Security and Transmitting Personnel Records. Units will protect Personal Identifiable Information (PII) when gathering attendance and unit strength data. PII is non-public, information held or used by the government (including VDF) about a person, which can improperly reveal an individual’s identity and/or contact information. PII is information that (1) directly identifies an individual (e.g., name, address, social security number, telephone number, email address, etc.), or (2) can indirectly identify a person via information such as gender, race, birth date, geographic indicator, and other descriptors which may be assembled to improperly identify the individual). PII loss can substantially harm individuals, including identity theft or other fraudulent information use. When PII is transmitted from VDF units to ACTDET the sensitive information must be password protected, and the sender will contact ACTDET to determine how ACTDET desires to receive the password.

4. Procedures. The procedures prescribed below and the forms used in accounting for personnel and positions will be used as described below to report statistical data of VDF members to VDF Force Headquarters (FORHQ), and as an historic reference document, until an online reporting substitute is promulgated:

a. Sign-In Sheets. VDF Form 680-1-1 is the only authorized form for signing-in. This document is used to verify morning reports and actual attendance. All personnel will sign-in upon arrival at their Unit Training Assembly (UTA), Multiple UTA (MUTA), or mission assignment. Administrative officers and clerks will set up sign in tables and ensure all unit members are reminded to sign in, and stragglers tracked down. The Sign-In Sheets will account for persons present at UTA, and for persons not present. The Sign-In Sheets must accompany each Morning Report.

Entry guide:

(1) Organization. Unit designation in ascending order. For example: Co. A, 1REGT.

(2) Page. 1 of 2, 2 of 2, etc.

(3) Date of UTA/MUTA. DDMMMYYYY

(4) VDF Member Sign-in/out Line: This sign-in/sign-out sheet must have the individual's **PRINTED NAME** and handwritten signature that verifies his/her presence at the assembly. Block 1 – Date and Time In/Out: DD-MMM-YYYY. Time: Time that the member **left HOR** for drill (24 hour clock); Block 2 – In Time that the member arrived at the activity (24 hour clock); Block 3 – Out Time that the member left the activity (24 hour clock) Block 4 – Leave (administrative clerk annotates in this block if member has an excused absence. Blocks 5-7 – not presently used.

(5) Block 8/Printed Name/Signed Name. Each person in the unit should be typed in the printed line in alphabetic last name order, followed by first name.

(6) Block 9 – VDF ID Number. Put the member's seven-digit ID number here. Remember that the 0 (zero) at the beginning of the number needs to be put in

(7) Block 10 – Rank. Three-letter abbreviation, all caps, for rank. Example: SGT (sergeant); PV1 (private 1); MAJ (major)

(8) Block 11 – Remarks. Used for clerk to annotate reason for absence, or other administrative notes. Troops are to note the number of hours submitted on their form ATEV and code for present/absent.

(9) Submission: Completed Sign-in sheets are to be scanned (.pdf preferred). Each page is to be part of the same file. The sign-in sheet(s) is/are to be scanned as a separate document from the morning report. It is required to be submitted with the Morning Report within 72-hours of completion of drill, but always to ensure that all higher level submission suspense dates are met.

Attendance Codes: P – Present U – Unexcused absence AS – Absent due to illness AJ – Absent due to employment conflict AT – Absent (Excused) using alternative training AV – Absent (Excused) on TDY with another VDF unit or on SAD AD – Absent due to separation/discharge AR – Absent due to transfer to VDF Reserve Component AN – Absent due to transfer to different VDF unit

b. Morning Report. A monthly morning report shall be prepared and submitted to ACTDET via MSC within 72-hours of completion of drill. It summarizes all personnel gains and losses; assignments and reassignments within the unit; training subjects covered at the UTA; impacts of personnel actions, and other events appropriate for entry. The morning report will be prepared only on VDF Form 680-1-2 (May 2015) with sufficient copies for the following distribution: 1 copy for unit file, 1 copy to MSC HQ (if applicable).

Entry guide:

(1) Block 1, Date. Enter date on which form is completed: DDMMYYYY.

(2) Block 2, Unit Designation. Enter unit designation in ascending order. For example: Co. A, 1REGT.

(3) Block 3, Unit Mailing Address. Enter complete address, including zip code.

(4) Block 4, Strength Section. (a) Column 4B, enter the strength data reported in Column 4E of the last report; (b) Column 4C, enter all gains in assigned strength since the last report; (c) Column 4D, enter all losses in assigned strength since the last report; (d) Column 4E must reflect on each line the mathematical sum of Column 4B plus Column 4C minus Column 4D; and (e) Column 4F will reflect the number of personnel attached (not assigned) to the reporting unit on the date the morning report is submitted.

(5) Block 5, Changes Section. This block is used to report all changes that have occurred since the last morning report. Entries will include: (a) explanation of all gains and losses reflected in Block 4; (b) all promotions and reductions since the last morning report; (c) all reassignments within the unit; and (d) any corrections of data in the last report.

(6) Block 6, Records of Events Section. This block is used to record all unit events scheduled and held since the date of the last assembly (i.e., classes, exercises, inspections); unscheduled activities (i.e., emergency missions [cite authority]); visits and inspections by higher headquarters; and injuries sustained by members during unit assemblies.

(7) Block 7, Validation Section. This block is used to verify accuracy of entries, which are independent. When the answer to a listed question is “no”, the difference must be resolved before the morning report can be submitted to higher headquarters (HHQ).

(8) Block 8, Authentication Section. This block will identify the reporting Cdr, or a delegee, and be signed.

c. Consolidated Strength Report (CSR)/ Consolidated Morning Reports. Consolidated Strength Reports (CSRs), sometimes referred to as Consolidated Morning Reports, will be completed at MSC level utilizing VDF Form 680-1-3.

Entry guide:

- (1) Column A. Enter unit designation in ascending order. For example: Co. A, 1REGT.
 - (2) Column B. Enter date of the subordinate Unit's report DDMMYYYY
 - (3) Column C/D/E. Report Assigned Strength number by type of personnel per each column.
 - (4) Column F. Add C+D+E to find the Total Assigned Strength.
 - (5) Column G. Report the total number of personnel present at last drill in each Unit.
 - (6) Column H Percentage Assigned Strength Present: The number of personnel *present*, divided by the number of assigned personnel in that each unit (Column G divided by Column F).
 - (7) Column I Total Training and Administrative Volunteer Hours. These are the total UTA/MUTA man-hours, and Alternate Training per Form 680-1-5 (ATEV), plus any additional man-hours spent on additional training/activities (such as Community Support Events (CSE) – including *not in person* volunteer hours spend on projects and unit support since the last Monthly Morning Report. Use the ATEV to calculate and document the number of non-UTA/MUTA hours in this column. If a soldier does not submit a form 680-1-5 at drill – but s/he is known to have participated in events like CSE, use seven (7) hours for extra volunteer hours per day for *in-person* extra activities when computing this sum.
 - (8) Column K, Total Mission Authorized Volunteer Hours. Total of all types of hours; however, State Active Duty (SAD) missions authorized by the Virginia National Guard, Joint Forces Headquarters (JFHQ), Joint Operations Center (JOC) do *not* go in this column.
- d. Report of Alternative Training/ Extra Volunteer Hours. This form must be turned in at the beginning of each drill and is to be paced in the Personnel Record of each soldier. Use the ATEV to record:
- (1) Alternate Training Credit (In Person Hours). This category is for support make-up training for missed UTA/MUTA of individuals unable to attend regularly scheduled drill due to job conflict, illness or other excused absence. This may include Professional Military Education classes, whether in person or not.
 - (2) Extra Volunteer Hours. Extra volunteer hours constitute duty other than UTA/MUTA and Alternate Training Credit. Such hours include parades, CSE, recruiting events, various support hours for staff meetings, projects, etc.

e. Alpha Rosters. HHQs (DMA) requires a uniform and accurate Alpha Roster. *Only the ACTDET produces Alpha Rosters*. ACTDET will use an Excel spreadsheet to provide monthly rosters to reporting units. Reporting units may not change the ACTDET Alpha Roster format in any way, but per below will make data entry changes for members as needed, and notify ACTDET. Reporting units will ensure every member reporting to UTA sights and verifies the member's information, and the unit clerk will update corrections on the spot, highlight the changes as the ACTDET directs, and return the Alpha Roster to the ACTDET (cc G1 and HHQ S1).

f. Submittal to FORHQ. The MSC HQ will forward (1) MSC and all subordinate unit sign-in sheets; (2) MSC and subordinate unit Morning Reports; (3) MSC CSR; and (4) MSC all subordinate unit and Alpha Roster to FORHQ ACTDET and cc the G-1 no later than close of business 10th of each month for the previous month.

5. Paperwork Reduction and Pilot Project. VDF is working to secure a data base which can store all required personnel data securely, which will be accessible to authorized personnel by a security entry key. In the interim VDF will explore modifying the Alpha Roster to add columns for key data, which will serve with proper oversight as a replacement for all the above forms. The revised Roster will additionally have a place for individuals to verify at UTA check-in that they sighted and validate their by-name entry in the Manning Table of Organization.

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